
















GMF Prerequisites and Supporting Documents for a Capital Project*






*Please note that additional documentation may be requested






The prerequisites and documents are determined depending on whether the applicant is a municipal government or a partner of a municipal government (municipally owned organization or non-municipally owned organization) and depending on the sector of the environmental initiative. The list also outlines the requirements and conditions that must be fulfilled before an application form is submitted to FCM.






Type of organization	 Brownfields	 Energy	 Transportation	 Waste	 Water
Prerequisites/Documents					
All	<p>Site remediation or risk management site projects</p> <ol style="list-style-type: none"> Phase I Environmental Site Assessment(s) of the project site (or equivalent) <p>AND</p> <ol style="list-style-type: none"> Phase II Environmental Site Assessment(s) of the project site (or equivalent) <p>AND</p>	<p><u>Energy-efficient facilities – existing building projects</u></p> <p>A feasibility study that supports the initiative and includes:</p> <ol style="list-style-type: none"> The current energy consumption of the facility (in energy units) based on the average annual energy consumption over the previous year normalized for weather variations. <p>AND</p> <ol style="list-style-type: none"> Energy models confirming that the project can reduce energy consumption by at least 30% compared to current performance, of which a minimum of 20% must come from energy efficiency measures and the remainder may come from renewable energy production 	<p>Modal shift projects</p> <p>A feasibility study that supports the initiative and includes results of the assessment of the baseline for the target population (e.g. an origin-destination survey)</p> <p>Fleet fuel reduction projects</p> <p>A feasibility study that supports the initiative and, if available, a general fleet management strategy</p>	<ol style="list-style-type: none"> A feasibility study that supports the initiative and includes: <ol style="list-style-type: none"> Confirmation that the initiative can result in a minimum total diversion rate of 50% <p>OR</p> <ol style="list-style-type: none"> If the municipal government has already achieved a 50% diversion of waste from landfill, confirmation that the project can result in 	<p><u>Water conservation projects – residential</u></p> <ol style="list-style-type: none"> Feasibility study that supports the initiative <p>AND</p> <ol style="list-style-type: none"> Current volume of metered water production into the distribution system and yearly historical water consumption figures for any metered users (minimum three years of data, where available) <p>OR</p>

Type of organization	 Brownfields	 Energy	 Transportation	 Waste	 Water
	<p>3. Remedial action plan or risk management plan for the site</p> <p>AND</p> <p>4. Optional: Redevelopment plan</p> <p>Renewable energy production projects</p> <p>1. Feasibility study supporting the renewable energy initiative</p> <p>AND</p> <p>2a) Remedial action plan or risk management plan for the site</p> <p>OR</p> <p>2b) "Record of site condition" or equivalent from a</p>	<p>Energy-efficient facilities – new facilities projects</p> <p>A feasibility study that supports the initiative and includes:</p> <p>Energy models establishing a baseline for the facility (e.g. RETScreen, EE4), including confirmation that the project can achieve an anticipated reduction in design energy consumption of at least 60% compared to the Model National Energy Code for Buildings (MNECB), of which a minimum of 40% must come from energy efficiency measures and the remainder may come from renewable energy production.</p> <p>Energy recovery/district energy projects</p> <p>1. A feasibility study that supports the initiative and includes:</p> <p>a) A determination (study) of the current energy consumption based on the average annual energy consumption (in energy units) over the previous year normalized for weather variations.</p> <p>AND</p> <p>b) Energy models establishing a baseline for the system (e.g. RETScreen, EE4), including:</p> <ul style="list-style-type: none"> Confirmation that the project can capture 	<p>of the municipal government.</p> <p>Fleet GHG reduction projects</p> <p>A feasibility study that supports the initiative and, if available, a GHG management strategy of the municipal government</p>	<p>an incremental improvement above 50%</p> <p>AND</p> <p>2. Waste review (in which data are less than five years old)</p> <p>AND</p> <p>3. Solid waste management plan that is less than seven years old</p>	<p>2b) The current volume of water delivered per capita (minimum of one year of data where available)</p> <p>Water conservation projects – Institutional</p> <p>1. Feasibility study that supports the initiative</p> <p>AND</p> <p>2. Annual metered water consumption for the facility (minimum one year of data, where available)</p> <p>Stormwater management projects</p> <p>1. Feasibility study that supports the initiative</p> <p>AND</p> <p>2. Continuous simulation model output of baseline 24-hour storm runoff</p>

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	provincial or territorial authority	<p>and use residual energy and/or create new capacity for transmission and usage of thermal energy such that there is a minimum reduction in energy consumption of 20% for one or more existing facilities within one year of implementation compared to the baseline.</p> <p>AND</p> <p>2. Economic growth strategy for the project neighbourhood</p> <p>Net zero systems projects</p> <p>1. A feasibility study that supports the initiative and includes:</p> <p>a) A determination (study) of the current energy consumption based on the average annual energy consumption (in energy units) over the previous year normalized for weather variations.</p> <p>AND</p> <p>b) Energy models establishing a baseline for the system (e.g. RETScreen, EE4)</p> <p>AND</p> <p>c) Confirmation that the project can result in a system with net zero GHG emissions during</p>			<p>volume for the target site. Data must include the long-term rainfall record, inter-event times (between rainfall events), current site infiltration, and infiltration recovery rates.</p> <p>Wastewater systems projects</p> <ul style="list-style-type: none"> • Feasibility study that supports the initiative, including current levels of discharge of required parameters. <p>Septic systems projects</p> <ul style="list-style-type: none"> • Feasibility study that supports the initiative, including current water quality conditions in the water body receiving the flow from the septic system.

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		operation.			
All	Executive Summary of the environmental assessment of your initiative, if required under federal and/or provincial laws.				
All	Municipal plan , such as a sustainable community plan , strategic plan, or sector plan , which supports the need for this capital project and has been approved by the municipal government's council.				
All	Evidence of consultation with your provincial or territorial government . A letter is sufficient evidence of consultation. Note: This requirement does not apply to municipal governments from Québec.				
All	Risk management plan .				
All	A letter from each confirmed funding source identified in the Sources of Funding table. The letter must indicate the amount of cash and/or in-kind contributions to the initiative.				
Municipal government entity	Signed municipal council resolution describing your organizational commitment to, and financial support for, the project and funding application to GMF.				
Municipal government entity	Most recent audited financial statements.				
Municipal government entity	If available, a business plan and any associated contracts that demonstrate revenue generated from the environmental initiative.				
Partner of a municipal government entity – municipally owned organization	Documents that demonstrate that 1) there is a partnership between your organization and a municipal government, and 2) that the municipal government has a genuine interest and active involvement in the environmental initiative.				

<p>Type of organization</p>	 <p>Brownfields</p>	 <p>Energy</p>	 <p>Transportation</p>	 <p>Waste</p>	 <p>Water</p>
<p>Partner of a municipal government entity – non-municipally owned organization</p>	<p>Documents that demonstrate that 1) there is a partnership between your organization and a municipal government, and 2) that the municipal government has a genuine interest and active involvement in the environmental initiative.</p>				
<ul style="list-style-type: none"> • Partner of a municipal government entity – municipally owned organization • Partner of a municipal government entity – non-municipally owned organization 	<p>Signed letter from the chief executive officer or chief financial officer of your organization confirming your level of financial commitment, and giving evidence of your board of directors' support for the proposed environmental initiative and funding application to GMF.</p>				
<ul style="list-style-type: none"> • Partner of a municipal government entity – municipally owned organization • Partner of a municipal government entity – non-municipally owned organization 	<p>Audited financial statements for the last three years.</p>				
<ul style="list-style-type: none"> • Partner of a municipal government entity – municipally owned 	<p>Business plan and any associated contracts that demonstrate revenue generated from the environmental initiative.</p>				

<p>Type of organization</p>	 <p>Brownfields</p>	 <p>Energy</p>	 <p>Transportation</p>	 <p>Waste</p>	 <p>Water</p>
<p>organization</p> <ul style="list-style-type: none"> Partner of a municipal government entity – non-municipally owned organization 					
<ul style="list-style-type: none"> Partner of a municipal government entity – municipally owned organization Partner of a municipal government entity – non-municipally owned organization 	<p>Cash flow projections of the project demonstrating the revenue generation and the repayment capacity of the loan.</p>				
<ul style="list-style-type: none"> Partner of a municipal government entity – municipally owned organization Partner of a municipal government entity – non-municipally owned organization 	<p>If available, an external guarantee or other credit enhancements that might improve your ability to repay the loan.</p>				

NOTES:

Phase I Environmental Site Assessment

A report prepared to identify any existing or potential environmental contamination of a property. No physical analysis or testing of any type is performed during the Phase I assessment. This assessment is based on previous land use, surrounding land use, interviews, historical records and other data.

Phase II Environmental Site Assessment

A property investigation where samples of soil, groundwater or building materials are collected to analyze for various contaminants. This investigation is normally undertaken to characterize and delineate the extent of contamination.

Remedial action plan or risk management plan

A plan that outlines a specific program leading to the restoration, clean-up, management and/or long-term monitoring of a contaminated site.

Redevelopment plan

This requirement is not mandatory, but submitting a redevelopment plan may lead to a higher overall score for the project.

A detailed planning document describing the use of the brownfield site post-remediation including, but not limited to, the numbers, types and features of any structures to be constructed on the site.

Feasibility study – renewable energy

A detailed study describing the use of the site for the renewable energy application including, but not limited to, the numbers, types and features of any structures to be placed on the site and the expected energy generating capacity.

Record of site condition

The provincial or territorial authority must attest that the site is suitable for renewable energy generation.

Energy-efficient facilities – existing facilities projects

Your project must demonstrate the potential to reduce energy consumption by at least 30% compared to current performance, of which:

- a minimum of 20% must come from energy efficiency measures
- a maximum of 10% can come from on-site renewable energy generation

The baseline equals one year of energy use data normalized for weather variations.

Energy-efficient facilities – new facilities projects

Your project must show an anticipated reduction in design energy consumption of at least 60% compared to the Model National Energy Code for Buildings (MNECB), of which:

- a minimum of 40% must come from energy efficiency measures
- a maximum of 20% may come from on-site renewable energy generation

Baseline = MNECB

Feasibility study – energy

An assessment of the technical and financial feasibility, as well as the environmental, social, and economic impacts of a potential municipal environmental project. A municipal environmental project is a project that responds to a municipal need and contributes to cleaner air, water, and/or soil, and/or reduces greenhouse gas emissions. A feasibility study typically includes an assessment of the requirements and outcomes of a specific project using verifiable evaluation processes, leading to a recommended course of action.

Your study must explain the anticipated environmental benefits to be achieved by the project (e.g. reduction in GHG emissions) and the methodology that will be used to measure the actual results/project performance.

Your feasibility study should include:

1. a determination (study) of the current energy consumption based on the average annual energy consumption (in energy units) over the previous year normalized for weather variations
2. energy models establishing a baseline for the system (e.g. RETScreen, EE4)

3. confirmation that the project can achieve (or exceed) the prescribed target for a given project type (energy-efficient facilities, energy recovery/district energy, net zero systems) as described below:

Your project must show an anticipated reduction in design energy consumption of at least 60% compared to the Model National Energy Code for Buildings (MNECB), of which:

- a minimum of 40% must come from energy efficiency measures
- a maximum of 20% may come from on-site renewable energy generation

Baseline = MNECB

Energy recovery/district energy projects

Your project must demonstrate the potential to capture and use residual energy, and/or create new capacity for transmission and usage of thermal energy such that the project reduces energy reduction by at least 20% for one or more existing facilities within one year of implementation compared to baseline data.

Baseline = one year of energy use data normalized for weather variations.

Net zero systems projects

Your project must demonstrate the potential to result in a system with net zero GHG emissions during operation.

Feasibility study – transportation

An assessment of the technical and financial feasibility, as well as the environmental, social, and economic impacts of a potential municipal environmental project. A municipal environmental project is a project that responds to a municipal need and contributes to cleaner air, water, and/or soil, and/or reduces greenhouse gas emissions. A feasibility study typically includes an assessment of the requirements and outcomes of a specific project using verifiable evaluation processes, leading to a recommended course of action.

Your feasibility study must explain the anticipated environmental benefits to be achieved by the project (e.g. reduction in GHG emissions) and the methodology that will be used to measure the actual results.

Feasibility study – waste

A feasibility study is an assessment of the technical and financial feasibility, as well as the environmental, social, and economic impacts of a potential municipal environmental project. A municipal environmental project is a project that responds to a municipal need and contributes to cleaner air, water, and/or soil, and/or reduces greenhouse gas emissions. A feasibility study typically includes an assessment of the requirements and outcomes of a specific project using verifiable evaluation processes, leading to a recommended course of action.

Your feasibility study must explain the anticipated environmental benefits to be achieved by the project (e.g. reduction in volume sent to landfill) and the methodology that will be used to measure the actual results:

- your project must demonstrate the potential to achieve a total diversion rate of at least a 50%
- if the municipal government has already achieved a total diversion rate of at least 50%, the project must demonstrate the potential to result in an incremental improvement above 50%
- for thermal treatment processes, the municipality must already have achieved a waste diversion rate of at least 50%

Waste review

A report summarizing how much municipal solid waste is generated, diverted from landfill and disposed of in landfill. Municipal waste is measured using generally accepted principles (GAP).

Water conservation projects – residential

Your project must demonstrate the potential to reduce residential potable water consumption intensity (per capita) by at least 20%.

Baseline = average of the previous three years of consumption (m³) on a per capita basis.

Feasibility study – water

An assessment of the technical and financial feasibility, as well as the environmental, social, and economic impacts of a potential municipal environmental project. A municipal environmental project is a project that responds to a municipal need and contributes to cleaner air, water, and/or soil, and/or reduces greenhouse gas emissions. A feasibility study typically includes an assessment of the requirements and outcomes of a specific project using verifiable evaluation processes, leading to a recommended course of action. The study must explain the anticipated environmental benefits to be achieved by the project (e.g. reduction in pollutant

loading) and the methodology that will be used to measure the actual results/project performance.

Your feasibility study should include confirmation that the project can achieve or exceed the prescribed target for a given project type (water conservation, stormwater management, wastewater systems, septic systems).

Water conservation projects – institutional

Your project must demonstrate the potential to reduce institutional potable water consumption by 30%.

Baseline = average of the previous three years of consumption (m³) on an overall basis for a facility of group of facilities.

Stormwater management projects

Your project must demonstrate the potential to eliminate all site discharge for the 90% rainfall event.

Baseline = the storm event that is greater than or equal to 90% of all 24-hour storms on an annual basis for the entire rainfall record.

Wastewater systems projects

Your project must include at least one tertiary treatment process (e.g. sand or activated carbon filtration, membrane treatment, nutrient removal, odour removal) and, at a minimum, aim to meet the following effluent quality standards:

- five-day carbonaceous oxygen demand (CBOD₅) of 25 mg/L
- total suspended solids (TSS) of 25 mg/L
- total residual chlorine less than or equal to 0.02 mg/L

Septic systems projects

Your project must demonstrate the potential to result in 100% capture and treatment of septic system contents for a target area. Projects targeted by this offer are ones that result in a permanent treatment solution and may achieve more advanced levels of treatment such as secondary or beyond (e.g. nutrient removal).

Sustainable community plan

A plan developed through public consultation that identifies a vision and includes environmental, social, and economic goals and targets for the community. The plan also describes the short-, medium-, and long-term strategies for reaching its goals and targets, and integrates all areas of a municipal government concern, such as energy use, neighbourhood and transportation planning, and waste and water management (e.g. integrated community sustainability plan).

Other plans, such as a master plan or official plan, can also fulfill this requirement.

Sector plan

A plan that identifies sustainability goals or targets for a sector of a municipal government activity (e.g. sustainable transportation plan, solid waste management plan, solid waste diversion plan, water conservation strategy).

Risk management plan

A plan that defines the risks associated with a property and outlines the tools and options available to mitigate them and protect both human health and the environment.

This plan should describe how your organization plans to minimize the environmental, business and financial risks of the initiative. This may be part of the feasibility study or business plan.

Sources of funding

All sources of funding will have to be confirmed in writing and submitted to FCM prior to the first disbursement.

Document requirements for a partner of a municipal government entity – municipally owned organization

You must provide:

1. a copy of:
 - the shareholder agreement with the municipal government
 - if available, any other official document that explains the relationship between your organization and the municipal government, regarding the environmental initiative

AND

2. documents that answer some or all of the following questions:
 - does the environmental initiative respond to a municipal need?
 - was this municipal need an important element to the environmental initiative?
 - does the municipal government have more than a passing or cursory interest and involvement in the environmental initiative?
 - is the municipal government actively involved in some element of the design, planning or execution of the initiative?

Document requirements for a partner of a municipal government entity –non municipally owned organization

You must provide:

1. document(s) to establish the partnership. A partnership in the legal sense is not required but there must be a collaborative relationship between your organization and the municipal government regarding the environmental initiative.

For example, you may establish the partnership by attaching copies of written agreement(s) between your organization and the municipal government pertaining to the environmental initiative, which describe(s):

- the intent of the partnership for the environmental initiative
- roles and responsibilities of each
- contributions of each
- anticipated benefits for each from the partnership

AND

2. documents that answer some or all of the following questions:
 - does the environmental initiative respond to a municipal need?
 - was this municipal need an important element to the environmental initiative?
 - does the municipal government have more than a passing or cursory interest and involvement in the environmental initiative?
 - is the municipal government actively involved in some element of the design, planning or execution of the initiative?